

Business Technology Alignment (BTA) Architecture Working Group Meeting Minutes 05/11/04

Location:	830 1 st Street, NW, UCP (room 221A, CNN), 9:30 – 11:00	
Present:	Denise Hill, FSA Enterprise Architecture Jackie Anderson, FP Jim Coffman, Acquisitions Tim Bornholtz, CIO Joe Dickman, CSB Delivery (AEM) David Elliott, CIO Sandy England, CIO Charles Exum, VDC Operations (CSC)	Stephanie Gross, Apps Processing Terry Hardgrave, Pearson EA Team Srini Kankanahalli, CIO Renu Mahalingam, CIO Marshall Pratt, CSB Delivery (Elm-Sol) Raj Raghu, CSB Delivery (ACS) Jay Walker, VDC Operations (CSC) Deb White, Pearson EA Team
Agenda:	<u>Agenda:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Review / Approve Previous Meeting's Minutes <input type="checkbox"/> Business Process Management using WBI <input type="checkbox"/> CSB Architecture Review <input type="checkbox"/> Website Management Tool 	
Action Items:	<p>Previous:</p> <ol style="list-style-type: none"> July 15 – Alex Lefur to ensure escalation procedures are in-place for the SAIG implementation. In addition, the points of contact need to be refreshed based on the latest FSA organization announcement. August 12 – Chris Paladino to send Terry the updated diagrams to be considered for TIB. <p>New:</p> <p>Closed:</p> <ol style="list-style-type: none"> July 15 – Denise will address the idea of modifying the business case template to emphasize the requirement of an Architecture Working Group review. <i>Closed:</i> The EA Team spent a considerable amount of time with the ED EA and ED ITIM team modifying the ED Business Case template and establishing the ED EA Addendum. July 15 – ALL: Members should send ideas on how to <i>enforce</i> the Business Technology Alignment Governance process to Debra.White@ed.gov by COB, July 23rd. How can we ensure business cases depicting technological changes are reviewed / approved by the Architecture Working Group in a timely manner (i.e., before it is presented to DSG)? <i>Closed:</i> The EA Team is in the process of updating the BTA Process Guide and will present process flows to the Architecture Working Group for approval. August 12 – Sandy England to send Terry the updated diagrams to be considered for TIB. <i>Closed:</i> Received as part of Business Case / Architecture Review process. 	

	<p>4. August 12 – Christine Williams to send Terry the updated diagrams to be considered for TIB. <i>Closed:</i> Received as part of Business Case / Architecture Review process.</p> <p>5. August 12 – Terry Hardgrave will add ITA section to TIB per Sandy's suggestion. <i>Closed:</i> Information received as part of Business Case / Architecture Review process will be included in the TIB.</p> <p>6. August 12 – Terry Hardgrave will add dev/test environments to some diagrams per Sandy's suggestion. <i>Closed:</i> Information received as part of Business Case / Architecture Review process will be included in the TIB.</p>
Issues/Risks:	n/a
Next Meeting:	<p>Tuesday, June 8, 2003 9:30 am – 11:00 am 830 1st Street, NW, UCP (room 112B1)</p> <p>Expected Topics:</p> <ul style="list-style-type: none"> ○ Approval of previous meeting's minutes ○ Website Management Tool ○ "NIST Certified Encryption" To Eliminate the Telnet/FTP Risk ○ Results of EA Review of FY06 Business Cases (tentative)

Meeting Discussion Items:

- **Review of Previous Meeting Minutes**
 - The previous meeting minutes were reviewed and no changes were made.
- **Business Process Management Tool**
 - Denise Hill delivered a presentation titled, "Business Process Management (BPM) using IBM's Websphere Business Integration (WBI). Denise discussed the current status of FSA's BPM, the benefits of WBI, a sample (current) Visio BPM diagram created by the EA Team, a summary of WBI's capabilities and advantages / disadvantages. Sandy England reported that the EAI / ITA team is currently researching WBI as a possible solution for CSB, and is in a position to recommend WBI. Denise reported that the Integration task order requested WBI to be implemented. The Integration task order has requested the VDC to install WBI, but there still needs to be discussion / agreement on how WBI will be rolled out / utilized across FSA.
- **CSB Architecture Review**
 - The CSB Delivery Team then presented their architecture for review to the Working Group. The Architecture Working Group approved CSB's architecture and found no evidence that they are inconsistent with FSA's future EA Vision. CSB was asked to deliver a telecommunications plan. In addition, as part of the Architecture Review, CSB will be asked to present the following:
 - CSB Data Architecture review
 - Performance modeling / potential bottlenecks
 - Chart various environments: development, test, production and migration through various phases (including migration to the VDC)

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- High-level schedule / milestone chart showing major events in each phase
 - **Website Management Tool**
 - A planned agenda item “Website Management Tool” was tabled for the next meeting due to time constraints.
 - **Adjourn.**
 - The next meeting date was not discussed, but is tentatively set for Tuesday, June 8th.